

Congratulations on wanting to be a treasurer!

Step one is filling out and mailing to the Kingdom Treasurer the Request for Warrant form and copies of your picture ID and SCA membership proof.

Please note, until you have received approval from the Kingdom Treasurer you are NOT the group treasurer. Even if you have all of the files.

Once you have received approval, your group bank account(s) will probably need new signature cards. Signature cards and any other papers your bank requires should be sent directly to the Kingdom Treasurer, sending such things to a regional deputy will delay them considerably. Please ask your bank if they have self-addressed stamped envelopes so the forms can be mailed back to the bank without cost to the Kingdom.

A "Review of Books" will need to be scheduled. This consists of the Kingdom Treasurer (or duly appointed representative) looking over the financial books and records of your group (which are to be kept for at least the last 7 years), making sure things are in order and making suggestions where appropriate. This should be done every two years, or whenever there is a change in office. The form we use is in the Treasurer's Handbook. Please contact your regional and/or the Kingdom Treasurer to schedule this review.

Calontir requires group reports to be filed quarterly by the 15th of the month after the end of the quarter (April 15, July 15, October 15, January 15) The forms are available online in various formats, links to most of them can be found through the Calontir website <http://calontir.sca.org> Domesday reports are made by adding the 4 quarterly reports together and use the same forms as the quarterly reports. Reports should be sent to the regional deputy whose address can be found in the MEWS or at the Calontir Website. Copies of all reports should also be given to the group seneschal.

Forms REQUIRED for each quarterly report:

- Comparative Balance Sheet
- Income Statement
- Worksheets as indicated on the two sheets above
- Information Form
- Bank Account Information Form
- Bank Statement(s) for quarter (reconciled)

Cash Reconciliation Worksheet is not required, but can be very useful.

There is an email list for Calontir treasurers, to sign up either go to

<http://groups.yahoo.com/group/calontirexchequers/>

or send an email to: calontirexchequers-subscribe@yahoogroups.com

The Society wide email list for treasurers, is at:

<http://groups.yahoo.com/group/SCA-Exchequers/>

or send an email to: SCA-Exchequers-subscribe@yahoogroups.com

